

**MOUNTAIN HEIGHTS ACADEMY  
BOARD OF TRUSTEES  
MEETING MINUTES**

6330 3000 E #700, Cottonwood Heights, UT 84121

**Friday, August 19, 2016**



**ATTENDANCE**

**Board Meeting called to order at 12:29 PM by Kelley Parkin.**

**In Attendance:** Kelley Parkin, Gwendolyn Smith, David Wiley, Bart Barker, Gavin Hutchinson

**Others in Attendance:** DeLaina Tonks, Kim Dohrer, Ryan Smith, Kara Finley, Annie Swinton, Jennifer Hendrick

**STRATEGIC PLANNING**

**State of the School Report**

DeLaina Tonks presented on the student interaction that takes place with teachers. Annie Swinton and Jennifer Hendrick reviewed the communication, individual interactions, and the ways that teachers are able to facilitate quality-learning relationships with students and parents. The in-person activities with students include club activities, content specific field trips, service learning activities, and school events.

Annie Swinton and Jen Hendrick left at 12:44 PM.

Bart Barker and Gwendolyn Smith were absent from 12:44 PM to 12:46 PM.

**CONSENT ITEMS**

**Meeting Minutes**

Gavin Hutchinson made a motion to approve the May 26, 2016 Board Meeting and Closed Session Minutes and the May 26, 2016 Board Meeting Minutes; David Wiley seconded. Motion passed with a majority vote, the votes were as follows:

Kelley Parkin – AYE

David Wiley – AYE

Gavin Hutchinson – AYE

Bart Barker – ABSENT

Gwendolyn Smith – ABSENT

**New Hires**

The new hires and their roles were reviewed by DeLaina Tonks. The Board discussed the amazing staff hired at the school and the incredible talents they show and their high level of commitment.

Gavin Hutchinson made a motion to approve the following new hires: Becky Ball, Sandy Wall, Megann Bench, Marenda Brown, Sara Wilson, Mindy Branson, Sherri Einfeldt; Bart Barker seconded. Motion passed unanimously.

**PUBLIC COMMENT**

No public comments were made.

**REPORTS**

**Budget Update**

The Board asked about the accrual of salaries and Ryan Smith updated the Board on changes to the internal accounting system.

**VOTING ITEMS**

**Facilities Lease Expansion and Contract Extension**

DeLaina Tonks discussed the availability of new space at the office and being able to open up the conference room to hold all monthly staff meetings there and have more people attend orientations together. The increase of rent for expansion was proposed.

Gavin Hutchinson made a motion to approve the facilities lease expansion and contract extensions and authorize DeLaina Tonks to execute the contract; David Wiley seconded. Motion passed unanimously.

### **Professional Development and Conference Costs**

DeLaina Tonks reviewed the professional development and conference costs for the 2016-2017 school year and the benefits of administration and faculty to attend and present at a variety of locations.

Gwendolyn Smith made a motion to approve the professional development and conference costs up to \$50,000 for the 2016-2017 school year; Gavin Hutchinson seconded. Motion passed unanimously.

### **Course Level Cost Allocation Study**

DeLaina Tonks brought a proposal from the State Auditor for a course level cost allocation study and the requests of the study, which would include detailed financial information, teacher information, and course information. The way this information would be used and how it could be compared to other systems was discussed.

Bart Barker made a motion to table the course level cost allocation study pending additional information; Gavin Hutchinson seconded. Motion passed unanimously.

## **BOARD TRAINING**

### **Board Member Self-Evaluation**

Kara Finley reviewed the survey results and the Board has a firm trust in the Director and faculty at the school and understands the role of the Board. The Board understands the mission and vision of the school and is committed to improving the school and is happy providing service.

### **Board Member Responsibilities and Commitment**

Gwendolyn Smith reviewed the Board Member Agreement, the Individual Board Member Performance Expectations, and the Individual Board Agreement. The Governance Committee will review the standards and update to fit the governance structure of the Board.

## **STRATEGIC PLANNING**

### **State of the School Report**

DeLaina Tonks provided the Board with the state of the school report. Enrollment and ADM were discussed, including how students will be added quarterly throughout the school year. The recruitment campaign is going well and projected enrollment was presented. Open source curriculum for the coding course will be evaluated.

### **Five Year Outlook and Strategic Plan**

DeLaina Tonks reviewed the strategic plan for the last five years and the vision and desired outlook for the school in the next five years. The strategic plan focuses on continual use of data to improve student outcomes through testing, reports, trainings, and learning plans. The school will look for ways to meet charter goals and better share OER, including as a resource with USBE. Open Entry Open Exit will still be reviewed and modified. The school is committed to researching and implementing innovative practices and being sustainable.

## **CALENDAR ITEMS**

### **Charter School Conferences**

UAPCS Conference June 6-7, 2017

National Alliance for Public Charter Schools Conference June 11-14, 2017

Next Board Meeting Friday, October 14, 2016 at 12 PM at MHA

## **ADJOURN**

David Wiley made a motion to adjourn the Board Meeting; Gavin Hutchinson seconded. Motion passed unanimously.

Board Meeting adjourned at 2:01 PM.